

Adding Ballot Questions

Adding ballot questions begins with selecting the correct election in which the ballot question will be presented on. If you have not created the election yet, please refer to the **Adding Candidates** manual to do so. If the election has been created, please select that election. If you do not know how to select an election, again please refer to the **Adding Candidates** manual to do so. Once you have the correct election selected, please choose **Races** from the **Elections** drop-down menu. On the **Races** screen, click on the **Ballot Questions** tab (red box).

The screenshot shows the top navigation bar with the Secretary of State's name and a 'TOTAL VOTE' logo. Below the navigation bar is a search bar with fields for Last Name, First Name, and Bar Code/Voter ID. The 'Ballot Questions' tab is highlighted with a red box. Below the tabs is a 'Set Candidate Order' button. A table with columns for Ballot Title, Vote For, Term, District Type, District, Is Primary Partisan, Is Primary NonPartisan, Is General, Is Secondary, Is Special, In Election, and actions (Delete, Edit) is shown. The first row is for 'County Auditor'.

Ballot Title	Vote For	Term	District Type	District	Is Primary Partisan	Is Primary NonPartisan	Is General	Is Secondary	Is Special	In Election		
County Auditor	1	4	CTY		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delete	Edit

On the **Ballot Questions** tab, click on **Add new record** (green box).

The screenshot shows the same website interface as the previous one, but with the 'Add new record' button highlighted with a green box. The table below the button is empty, showing 'No records to display.'

District Type	District	Title		
No records to display.				

Please note that the only time that you will have to add a ballot question is if there is a county ballot question or a ballot question for a local election (i.e. municipal, school, etc.) if you are the person in charge of that election. A statewide ballot question will be added by the Secretary of State's office.

On the **Add new record** screen, the **District Type**, **District**, **Type** and **Recitation Type** fields are drop-down boxes. Click the correct option for each box. After you have selected the **District Type**, the **District** drop-down box will populate with the correct jurisdictions for the **District Type** that you selected. For example, if you select *County*, the **District** drop-down box will disappear since there is no need to select the **District**. If you select *Municipal*, the **District** drop-down box will populate with all the Municipal jurisdictions in your county and TotalVote will do the same if you select School in the **District Type**.

SECRETARY OF STATE
Jason M. Gant

Hi Brandon ! [Log Out]
Hughes
11,042 Active Voters
General Election - 12/3/2013

Home Voter Reports Elections County Utilities

Quick Search [] [] [] Go
Last Name First Name Bar Code/Voter ID

State County Ballot Questions Ballots

+ Add new record Refresh

District Type	District	Title		
District Type: <input type="text" value="Select District Type"/>	District: <input type="text" value="Select District"/>			
Type: <input type="text" value="Select Ballot Question Type"/>	Number: <input type="text"/>		Office Seq Num: <input type="text"/>	
Title: <input type="text"/>				
Date Received: <input type="text" value="10/28/2013"/>	Date Filed: <input type="text" value="10/28/2013"/>			
Recitation Type: <input type="text" value="Select Recitation Type"/>				
Ballot Recitation: <input type="text"/>				
<input type="button" value="Spell Check"/>				
Recitation Yes: <input type="text"/>	Recitation No: <input type="text"/>			

[Insert](#) [Cancel](#)

No records to display.


For this manual, I will select *County* in the **District Type** and *Referendum* from the **Type**. Fill in the Number and Off Seq Number fields. The number field is if there is a number or letter tied to the ballot question (i.e. Referred Law 14, Initiated Measure 15, Constitutional Amendment O, etc.). The **Office Seq Number** field determines the order of the ballot question on the ballot. You **may not** use an **Office Seq Number** more than once for the same election. Available Office Seq Numbers for county measures are 941-960, for municipal measures 961-980 and for school measures 981-999. A typical example would be to use the first available office sequence number such as 941 for the first county ballot question and the next higher number, 942, for the next county ballot question for that election.

The **Date Received** and **Date Filed** fields are dates for you to track when the ballot question were received and filed in your office.

The **Ballot Recitation** would be the explanation as it is to appear on the ballot and was determined by an attorney. The **Recitation Type** is a drop-down box to indicate who wrote the explanation.



The **Recitation Yes** and **Recitation No** fields are the Vote Yes and Vote No statements as they would appear on the ballot.

After you have completed all the fields, click on **Insert**. The **Ballot Questions** tab on the **Races** screen will appear similar to the screen shot below. When the Secretary of State's office adds a ballot question, they will appear on your **Ballot Questions** tab.



SECRETARY OF STATE

Jason M. Gant



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HomeVoterReportsElectionsCounty Utilities

Quick Search

Last Name

First Name

Bar Code/Voter ID

Go

StateCountyBallot QuestionsBallots

+ Add new record

Refresh

District Type	District	Title		
CTY		An Act to refer a law.	Edit	Delete